

**THE COMMITTEE OF BAR EXAMINERS
OF THE
STATE BAR OF CALIFORNIA**



**INSTRUCTIONS FOR APPLICANTS WHO DID NOT PASS THE JULY 2003 BAR
EXAMINATION AND WHO INTEND TO TAKE THE FEBRUARY 2004
GENERAL BAR EXAMINATION OR ATTORNEYS' EXAMINATION**

DATE: Tuesday, Wednesday and Thursday, February 24, 25 and 26, 2004
TIME: Morning and Afternoon on Tuesday, Wednesday and Thursday

Beginning Monday, November 24, 2003 you may file an application on-line or download the application for the February 2004 California Bar Examination, through the Admissions portion of the State Bar's web page at www.calbar.ca.gov. Applications are also available from the State Bar's Office of Admissions.

TEST CENTERS

Applicants must select the test center as well as the city in which they wish to take the examination. Only a limited number of applicants can be accommodated at each test center. Priority of assignment to the test centers will be based upon the time of receipt of **completed** applications. When the test center given first preference is full, the second choice or third choice will be assigned. If all three choices are full, the applicant will be assigned to the closest available test center. Eligibility for test centers will be restricted as indicated below.

Smoking is prohibited at test centers located in buildings that do not allow smoking in accordance with state law.

Applicants should carefully select the test center at which they wish to take the examination and enter the name on the line and the code in the boxes provided on the application form.

Test center changes will only be considered upon petition showing good cause. Applicants wishing to change the test center to which they have been assigned must submit a written request and such request must be received in the Los Angeles Office of Admissions no later than **February 2, 2004**.

Only those applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S"). Selection of a testing accommodations test center initiates the request for testing accommodations for this administration of the examination but does not guarantee assignment to that test center. All other applicants with disabilities should select from the non-testing accommodations test centers listed below. If after filing the application form, applicants are granted accommodations, in most cases, they will be assigned to a testing accommodations test center in the general area of their first choice.

LOS ANGELES AREA ELIGIBILITY OPEN

Long Beach Convention Center
300 East Ocean Blvd.
Long Beach

Code W104 (Writers)

The Pasadena Center (Exhibition Hall)
300 East Green Street
Pasadena

Code L102 (Laptop Computers)

The Pasadena Center
300 East Green Street
Pasadena

Code T102 (Typists)

California Mart
Penthouse Pavilion
110 E. Ninth Street
Los Angeles

Code S103
(Testing Accommodations -Writers)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

California Mart
Penthouse Pavilion
110 E. Ninth Street
Los Angeles

Code S104
(Testing Accommodations -
Typists/Laptop Computers/Dictate)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

SAN DIEGO ELIGIBILITY - Restricted to San Diego Area Residents

San Diego Concourse & Performing Arts Center
202 "C" Street, MS 57
San Diego

Code W300 (Writers)

San Diego Concourse & Performing Arts Center
202 "C" Street, MS 57
San Diego

Code L300 (Laptop Computers)

Sheraton Four Points Hotel
8110 Aero Drive
San Diego

Code S301
(Testing Accommodations - Writers/
Typists/Laptop Computers/Dictate)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

SAN FRANCISCO/OAKLAND BAY AREA ELIGIBILITY OPEN

Oakland Convention Center
1001 Broadway
Oakland

Code W600 (Writers)

Oakland Convention Center
1001 Broadway
Oakland

Code L600 (Laptop Computers)

Oakland Marriott City Center Hotel
Calvin Simmons Room
1001 Broadway
Oakland

Code T610 (Typists)

Crowne Plaza Hotel
1177 Airport Blvd.
Burlingame

Code S623
(Testing Accommodations - Writers/
Typists/Laptop Computers/Dictate)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

SACRAMENTO

ELIGIBILITY OPEN

California Expo Center
1600 Exposition Blvd.
Sacramento

Code W700 (Writers)

California Expo Center
1600 Exposition Blvd.
Sacramento

Code T700 (Laptop Computers)

Sacramento Hilton Inn
2200 Harvard
Sacramento

Code S706
(Testing Accommodations - Writers/
Typists/Laptop Computers/Dictate)

Restricted to Applicants with Permanent Disabilities Previously Granted Accommodations

NOTICE

Send completed application with the appropriate fees and payment coupon to:

Office of Admissions
The State Bar of California
Dept. 7143
Los Angeles, CA 90088-7143

DO NOT SEND CERTIFIED MAIL OR ANY OTHER SPECIAL METHOD OF DELIVERY TO THE ABOVE ADDRESS. Applications sent "CERTIFIED MAIL" or any other special method of delivery must be addressed to either Los Angeles or San Francisco as listed below:

Office of Admissions
The State Bar of California
180 Howard Street
San Francisco, CA 94105-1639

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015-2299

INQUIRIES REGARDING THE STATUS OF AN APPLICATION SHOULD BE DIRECTED TO THE LOS ANGELES OFFICE OF ADMISSIONS. IT IS REQUESTED THAT SUCH INQUIRIES BE MADE IN WRITING RATHER THAN BY TELEPHONE.

FEES FOR THE EXAMINATION

ALL APPLICANTS MUST PAY THE REQUIRED FEES.

1. California Bar Examination Fee
General Applicants \$446.00
Attorney Applicants \$648.00
2. Typing Fee (Applicable only if typing the examination \$70.00
Laptop Computer Fee (Applicable only if using laptop computer) \$100.00
Late Typing/Laptop Computer Fee (Request to type/laptop
computer after submitting application) \$15.00

If you are downloading the application form, the payment coupon must be detached from the application form and completed. Please fill in your name, registration (social security) number, amount paid, and indicate application type. The coupon and appropriate fees must be attached to the front of the application.

Checks should be made payable to The State Bar of California.

THE TIMELY FILING DEADLINE: DECEMBER 9, 2003

To avoid payment of a late filing fee, an application must be received in the Admissions' offices or be postmarked on or before December 9, 2003.

LATE FILING INFORMATION

In addition to the application fee, all applications received or postmarked between the dates listed below must be accompanied by a late filing fee:

DATES	LATE FILING FEES
December 10, 2003 through December 29, 2003	\$ 50.00
December 30, 2003 through January 15, 2004	\$250.00

To be accepted, an application and fees must be received by the Office of Admissions or postmarked on or before January 15, 2004. Applications postmarked after January 15, 2004, will not be accepted.

RETURNED CHECKS

A charge of \$20.00 will be assessed when checks are not negotiated by the entity upon which they are drawn and are subsequently returned. Any late filing fee in effect at the time the check is covered will also be required.

STOPPING PAYMENT ON A CHECK, DISHONORING A CHECK OR CONTESTING A CREDIT CARD CHARGE DOES NOT CONSTITUTE WITHDRAWING FROM AN EXAMINATION. APPLICANTS WHO DO SO WILL BE REQUIRED TO RETURN THE FEES AND PAY ANY ADDITIONAL FEES REQUIRED WITH A MONEY ORDER OR CASHIER'S CHECK PRIOR TO BEING ALLOWED TO TAKE ANY FUTURE EXAMINATION.

COMPLETION OF APPLICATION

Before filing the application, please check to see that all questions have been answered, the application is signed and the correct fee is included. Any application not meeting these requirements is considered incomplete and will not be considered filed until it is brought to a complete status. If an application is considered incomplete, a completion fee of \$20.00 will be required, in addition to any late fees applicable at the time the application is brought to a complete and filed status. Applications that are not brought to a complete and filed status within 60 days of receipt, or the final eligibility deadline, February 10, 2004, will be abandoned. No refund of fees will be paid in the event an application is abandoned.

APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent 2-4 weeks after receipt of an application. Applicants who do not receive an acknowledgment letter should contact the Office of Admissions.

WITHDRAWALS/ABSENCES

In order to withdraw from the examination, you may use the Withdrawal Form (on the last page) or send a letter to the Los Angeles Office of Admissions. An applicant who withdraws from this examination, is absent, or is deemed ineligible, is subject to the same filing deadlines as first-time applicants. For the July 2004 General Bar/Attorneys' Examinations, to be administered July 27, 28 and 29, 2004, the deadline for timely filing is April 1, 2004; applications for that examination will be available on-line at www.calbar.ca.gov on March 1, 2004.

An applicant who withdraws from the examination and subsequently wishes to reinstate his/her application will be required to pay the late filing fee in effect at the time of reinstatement. Applicants cannot be reinstated after January 15, 2004.

WITHDRAWAL REFUND POLICY

Withdrawal refund requests for the February 2004 California Bar Examination for unsuccessful applicants from the July 2003 California Bar Examination must be received on or before the dates listed below in order to qualify for a refund.

DATE	PERCENTAGE
January 8, 2004 (30 days after timely filing deadline)	60% refund
January 13, 2004 (35 days after timely filing deadline)	30% refund

Withdrawal requests received after February 10, 2004 will not be processed.

The transfer of fees from one examination to another is prohibited.

Refunds requested due to hospitalization, death of a relative, or call to active duty in the armed forces of the United States will be considered in accordance with the Committee's policy. A copy of the policy is available upon request.

GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The February 2004 General Bar Examination will have three parts: a six-question essay examination, the Multistate Bar Examination (MBE), and two performance tests (PT). The parts of the examination may not be taken separately, and California does not accept the transfer of MBE scores from other jurisdictions.

On Tuesday and Thursday, applicants will have three hours to answer each set of three essay questions and three hours for each PT. The MBE will be administered on Wednesday.

The examination for those applicants who have applied for and are eligible to take the Attorneys' Examination will be administered on Tuesday and Thursday. It will consist of the six essay questions and two PTs from the General Bar Examination.

Applicants admitted for the Attorneys' Examination will not be permitted to take the Multistate Bar Examination. Written notification of an attorney's decision to take the General Bar Examination instead of the Attorneys' Examination or to take the Attorneys' Examination instead of the General Bar Examination must be received in the Office of Admissions on or before **January 15, 2004**. It will not be possible to allow a change after that date, and **applicants must pass the examination assigned.**

The *Rules Regulating Admission To Practice Law In California (Rules)* permit an attorney admitted in another United States jurisdiction to qualify to take the Attorneys' Examination if he or she has been admitted as an active member in good standing of the bar of the admitting state or jurisdiction for at least

four years immediately preceding the first day of the administration of the California Bar Examination for which the applicant applied. If an attorney was formerly not eligible to take the Attorneys' Examination but now is, this should be indicated on the front of the application form.

In order to prevent an untimely filing, supporting documents may be submitted separately.

Applicants should retain a copy of their completed application for reference.

A NEW APPLICATION MUST BE COMPLETED AND FILED with the appropriate fees for each examination. Unless additional formal study is undertaken, further proof of law study need not be filed.

TYPING THE EXAMINATION

Applicants who wish to type the examination must select a typing test center and pay the additional non-refundable fee of \$70.00. A \$15.00 late filing fee must accompany a request to type received subsequent to the filing of an application. The last date to file such a request is February 2, 2004. **Applicants must furnish their own typewriters or word processors and diskettes and have them inspected prior to the examination.**

In addition to standard typewriters such as the IBM Selectric, electronic typewriters, certain word processing typewriters and word processors also may be used. Please refer to the special bulletin regarding the use of typewriters and word processors during the California Bar Examination.

Applicants who wish to use electric typewriters or word processors will be permitted to do so with the understanding that **the Committee does not assume responsibility for any power failure or for machine malfunction. Applicants using electric typewriters or word processors must be prepared to continue the examination by hand writing in the event of any power failure, whether the failure is widespread or limited.** Applicants using word processors should save their work product frequently. If the power fails during an examination session, it may not be restored during that session, and if an applicant loses power to his/her typewriter or word processor, the applicant must finish the examination session by writing and must not create a disturbance by attempting to either persuade the proctors to have repairs made or to make his/her own repairs.

Most outlets provided for those using electric typewriters will be individually fused. This is being done to limit the extent of any problem that may be created by a defective typewriter or cord. It will also limit the amount of power that any typewriter can draw without blowing a fuse and thus losing power. Applicants should have their typewriters and cords tested to be sure that they will not draw more than 1.25 AMPS. Blown fuses will not be replaced during an examination session. Applicants may not use their own power strips or back-up power supply system that requires the use of an outlet.

The outlets provided are not to be used for anything other than an electric typewriter or word processor, i.e. no battery chargers, lamps, etc. Applicants may not have more than one typewriter plugged in at any one time. No extra time or any other consideration will be allowed for power failure or interruption or for any mechanical breakdown of any typewriter.

The Committee does not accept any responsibility for the loss of personal property, including typewriters or word processors.

THE USE OF LAPTOP COMPUTERS

Applicant wishing to use a laptop computer must select a laptop computer test center and pay the additional non-refundable \$100.00 fee. This includes applicants with disabilities who elect to use a laptop computer. A \$15.00 late filing fee must accompany a request to use a laptop computer received subsequent to the filing of an application. Applicants must furnish their own laptop computers. Applicants preliminarily assigned to a laptop computer test center must be certified no later than **February 2, 2004**

in order to participate. Applicants may begin registering with ExamSoft following receipt of notice of preliminary assignment to a laptop test center. Final assignment to a laptop test center will be done on a first-certified, first-final assignment basis.

To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Bring a laptop personal computer that has ExamSoft's SofTest software pre-installed and that has been registered by the published deadline. The software will be available for downloading from a designated website in advance of the examination;
- Have a laptop computer with the following minimum specifications: a Pentium 200 Mhz Processor or industry equivalent, 25 megabytes of free hard disk space, 24 megabytes of RAM, a Windows 95, 98, ME, 2000, NT or XP Operating System, and Internet Explorer 5.0 or higher;
- Have had experience working with the computer and the software prior to administration of the examination;
- Be willing to begin and/or continue with the examination by hand writing in the event there is a malfunction with the computer, software, disks or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.

If the correct software has not been pre-installed and applicants have not been certified with SofTest by the established deadlines, they will not be allowed to use their computers and they will be required to take the examination at an alternate test center.

Upon conclusion of each session of the examination, applicants' answers will be printed using printers provided by the State Bar's Office of Admissions. Applicants will be allowed to use the entire timed portion of the examination for preparing their examination answers. Applicants will not be allowed to review their printed examination answers following conclusion of each session, and only unsuccessful applicants will be allowed to view their answers after results have been released.

USE OF SOUND SUPPRESSION EQUIPMENT

The use of any material or equipment for the purpose of sound suppression during the administration of the examination, other than "ear plugs" or plastic material normally associated with the sport of swimming and for the general purpose of blocking the entry of liquids into the ear, will require that the applicant file a testing accommodations petition.

Petitions for the use of sound suppression equipment will be processed if received prior to **January 15, 2004**. Petitions after that date must present good cause for relief from the deadline as well as grounds for being permitted to use sound suppression equipment.

CHANGES OF ADDRESS

PLEASE NOTIFY THE OFFICE OF ADMISSIONS **IN WRITING** OF ANY ADDRESS CHANGE ON OR BEFORE **January 15, 2004**. It is not guaranteed that address changes made after that date will be reflected on the admittance card.

CHANGE — WRITING/TYPING

All requests must be in writing and must be received prior to **February 2, 2004**. A request to change from writing to typing the examination must be accompanied by a fee of \$85.00.

EATING AND DRINKING PROHIBITED

Applicants are not permitted to bring beverages and/or food into the examination rooms.

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

Applicants who previously applied for the California Bar Examination and have been granted testing accommodations for a permanent disability and wish to have **exactly** the same testing accommodations for this examination, need only to answer “YES” to both testing accommodations questions. If additional documentation is required, the applicant will be contacted by the San Francisco Office of Admissions.

All applicants with disabilities who wish to request testing accommodations for the first time, different or expanded accommodations than previously granted, or for temporary disabilities must submit a petition, separate from the application form, on the Committee’s forms by the established deadline, which is January 15, 2004. **Deadlines will not be extended.**

The Committee’s policies, procedures and forms to file a new, different or expanded petition for testing accommodations are available upon request or you can access them through the Admissions portion of the State Bar’s web page at www.calbar.ca.gov.

All applicants who request to type or use a laptop computer are required to pay the appropriate non-refundable fee. **Applicants with disabilities may request a refund of the typing or laptop computer fee by filing documentation that supports the use of such equipment as it directly relates to their disabilities.**

Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and should file a petition no later than at the time an application to take an examination is filed.

Testing accommodations are available to individuals with a mental or physical disabilities as defined under Rule XVII of the *Rules*. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.), wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e. braille, large print, etc.), and permission to bring and use specific items or medical aids. The Committee does not offer or recommend to any applicant specific types of accommodations. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants.

The following documentation on the Committee’s forms is required to process a request:

- a. Form A: Petition stating specific arrangements requested;
- b. Form B, C, D, and/or E: Medical certification/doctor’s statement or appropriate specialist’s statement;
- c. Form F: Law school statement explaining any accommodations provided to the applicant during law school; and, if applicable,
- d. Form G: Other jurisdiction statement explaining any accommodations provided to the applicant during that jurisdiction’s bar examination.

Petitions without the required documentation will not be considered complete until all necessary documentation is received, which must be no later than the final filing deadline. Subsequent requests for testing accommodations and new petitions for testing accommodations received after January 15, 2004, will not be processed for the February 2004 administration of the California Bar Examination.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

In addition to passing the California Bar Examination, applicants for admission to practice law in California must take and pass the Multistate Professional Responsibility Examination (Rule VIII of the *Rules*). The passing score on the Multistate Professional Responsibility Examination in California is an unrounded, scaled score of 79.00. **A separate application must be filed for that examination, which is only available through the National Conference of Bar Examiners.**

It is necessary for an applicant to request that the National Conference of Bar Examiners report his/her score to California. **Simply being a California applicant or resident will not cause this to occur. To ensure the accurate reporting of scores, an applicant's California registration as a law student number** (which is your social security number) **is required on the score report form.** For applications and other information, please contact the National Conference of Bar Examiners on their website at www.ncbex.org or:

NATIONAL CONFERENCE OF BAR EXAMINERS

MPRE Application Department
Post Office Box 4001
Iowa City, IA 52243-4001
PHONE: (319) 337-1287

Test dates for the 2004 Multistate Professional Responsibility Examinations are **March 13, 2004, August 13, 2004 and November 12, 2004.**

SCOPE OF THE CALIFORNIA GENERAL BAR EXAMINATION AND ATTORNEYS' EXAMINATION

The examinations are structured so that applicants may be required to answer questions involving issues from all of the subjects listed below.

- | | | |
|-----------------------|--------------------------------|--------------------------|
| 1. Civil Procedure | 6. Criminal Law and Procedures | 10. Remedies |
| 2. Community Property | 7. Evidence | 11. Torts |
| 3. Constitutional Law | 8. Professional Responsibility | 12. Trusts |
| 4. Contracts | 9. Real Property | 13. Wills and Succession |
| 5. Corporations | | |

INSTRUCTIONS REGARDING PROFESSIONAL RESPONSIBILITY

Performance tests and/or essay questions may test knowledge of the California Rules of Professional Conduct, relevant sections of the California Business and Professions Code, and leading federal and state case law on the subject in addition to the ABA Model Rules of Professional Conduct and ABA Model Code of Professional Responsibility. Professional responsibility issues may be included in conjunction with any subject tested on the examination. The Multistate Professional Responsibility Examination is a separate requirement for admission to practice law in California.

INSTRUCTIONS REGARDING WILLS AND SUCCESSION

Applicants are expected to be familiar with the following provisions of the California Probate Code and understand California Law in the specific areas noted:

Division 2. General Provisions

Part 1. Effect of Death of Married Person on Community and Quasi-community Property, Sections 100-103

Part 3. Contractual Arrangements Relating to Rights at Death, Sections 140-147, 150

Part 5. Simultaneous Death, Sections 220, 222-224

Part 6. Distribution Among Heirs or Beneficiaries, Section 240

Division 6. Wills and Intestate Succession

Part 1. Wills

Chapter 1. General Provisions, Sections 6100, 6101, 6104, 6105

Chapter 2. Execution of Wills, Sections 6110-6113

Chapter 3. Revocation and Revival, Sections 6120, 6121, 6123

Part 2. Intestate Succession, Sections 6400-6402

Part 3. Family Protection

Former Chapter 5. Spouse and Children Omitted from Will, Former Sections 6560-6562, 6570-6573 [for decedents dying prior to January 1, 1998]

Division 11. Construction of Wills, Trusts, and Other Instruments

Part 1. Rules for Interpretation of Instruments, Sections 21105, 21109, 21110, 21137

Part 6. Family Protection: Omitted Spouses and Children [for decedents dying on or after January 1, 1998]

Chapter 2. Omitted Spouses, Sections 21610-21612

Chapter 3. Omitted Children, Sections 21620-21623

UNIFORM COMMERCIAL CODE

The following provisions of the Uniform Commercial Code should be used where pertinent in answering the essay questions:

- a. All of Article 1;
- b. All of Article 2;
- c. Those provisions of Article 9 concerning Fixtures

MULTISTATE BAR EXAMINATION

The National Conference of Bar Examiners (NCBE) issues a "Bulletin of Information for Applicants" concerning the Multistate Bar Examination (MBE). The MBE tests six subjects: Constitutional Law, Contracts, Criminal Law, Evidence, Real Property, and Torts. Please refer to the "Subject Matter Outline" in that Bulletin for information on the scope of coverage of the Multistate Bar Examination. This bulletin can be downloaded from the NCBE website at www.ncbex.org/pub.htm.

MORAL CHARACTER DETERMINATION

In addition to passing the required examinations, applicants seeking admission to practice law in California must file an Application for Determination of Moral Character. The application is a separate form and initiates the moral character review process. This application may be filed at any time but applicants should be aware that the review process is very time consuming and can take up to 180 days to complete. Applicants are not eligible for admission until a positive moral character determination has been made and all other admission requirements have been met.

In accordance with Rule VI, Section 7 of the *Rules*, after receiving a positive moral character determination and until they have taken the attorney's oath and been admitted to the State Bar of California, applicants have a continuing duty to notify the Committee of Bar Examiners in the event there is a change or addition to the information previously furnished on the moral character determination application. After 12 months have elapsed since filing an Application for Determination for Moral Character, applicants are required to file annually on the month of their birth statements made under penalty of perjury that there have been no changes to the information provided on previously filed applications. A positive moral character determination is valid for twenty-four (24) months from the date of the initial determination. To extend this time period, applicants must file an Application for Extension of Determination of Moral Character before the then current validity period expires and receive a positive moral character determination from the Committee.

CHILD SUPPORT STATE LICENSING MATCH SYSTEM

Applicants who have met all other requirements but who have been certified by the State Department of Social Services as being in non-compliance with court ordered child or family support will not be certified to the Supreme Court as qualified to practice law in California unless the appropriate release has been obtained. See Rule II, Section 6 of the *Rules*.

TIME LIMITATIONS FOR ELIGIBILITY FOR CERTIFICATION

No applicant shall be eligible for certification to the Supreme Court of California for admission to practice law unless such certification shall have been made and the applicant shall have taken the attorney's oath of office within five years after the last day of the California Bar Examination at which the applicant was successful, unless for good cause in a particular case the Committee extends such time limitations.

RULES REGULATING ADMISSION TO PRACTICE LAW IN CALIFORNIA

The Application to Take the California Bar Examination will be processed in accordance with the *Rules*. If you wish a copy of the current *Rules*, you may request one from the Office of Admissions or you can access the *Rules* through the Internet by visiting the State Bar's Home Page at <http://www.calbar.ca.gov>.

FURTHER COMMUNICATION

All inquiries must be submitted in writing to the appropriate address listed below. This will enable the staff to review your file prior to responding and provide for precise rather than generalized responses. If an inquiry relates to a genuine emergency and requires immediate attention, the telephone numbers listed are provided for assistance in such circumstances.

OFFICE OF ADMISSIONS
THE STATE BAR OF CALIFORNIA

180 Howard Street
San Francisco, CA 94105-1639

1149 South Hill Street
Los Angeles, CA 90015-2299

	<u>Los Angeles</u>	<u>San Francisco</u>
Recorded General Information/ Moral Character Application Request	(213) 765-1550	(415) 538-2300
Forms/Study Aids Requests	(213) 765-1520	(415) 538-2303
Law Student/Attorney Registration	(213) 765-1500	(415) 538-2303
Petitions	(213) 765-1500	(415) 538-2303
Testing Accommodations		(415) 538-2185
Other Information	(213) 765-1500	(415) 538-2303
TDD Numbers	(213) 765-1566	(415) 538-2231

The Office of Admissions is open for the transaction of business between the hours of 8:45 a.m. and 5:00 p.m., Monday through Friday, holidays excepted. Cash, cashier's checks, travelers checks, money orders and personal checks will be accepted between 8:45 a.m. and 4:30 p.m. Credit cards are accepted until 3:00 p.m. From 4:30 p.m. to 5:00 p.m. only personal checks will be accepted.

ADMITTANCE CARDS

Admittance cards are mailed to eligible applicants beginning six to eight weeks prior to the administration of the examination. Any applicant not receiving an admittance card **at least three weeks prior to the examination**, and who has not otherwise been notified of being ineligible, must contact the Office of Admissions to secure a duplicate card.

IMPORTANT:

Before mailing your application, please check the following:

- ☐ Is the **correct** fee included?
- ☐ Are three Test Center names and codes correctly indicated on your application?
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed?

ANY SUPPORTING DOCUMENTS BEING SUBMITTED WITH THE APPLICATION SHOULD BE STAPLED TO THE FRONT COVER OF THE APPLICATION.

WITHDRAWAL FORM

Please complete this form if you wish to withdraw from the California Bar Examination. **NOTE:** Stopping payment on a check or dishonoring a check or contesting a credit card charge does not constitute withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination.

Social Security #:

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Date of Birth:

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--	--

Month Day Year

APPLICANT'S FULL NAME:

[illegible]

Last

[illegible]

First

Middle

MAILING ADDRESS:

It is the applicant's responsibility to inform the Committee in writing of any address changes. All correspondence will be mailed to the current mailing address.

Check here if address change ☐

[illegible]

Number/Street and Apartment Number

[illegible]

Address Continued

[illegible]

City or Non-USA City and Country

State

Zip (U.S.)

I, _____, hereby withdraw from the _____ California Bar Examination.
(Month/Year)

I understand that the only refund I will be entitled to, if any, is that which is specified in the Information for Unsuccessful Applicants and if I decide to reinstate my application, I will be subject to any late filing fee applicable at that time. I further understand that if I apply for a future examination, I will be subject to the same filing deadlines as a first-time applicant.

Signed: _____

Telephone: _____

Date: _____

**COMMITTEE OF BAR EXAMINERS
OF
THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS**

**SHORT FORM APPLICATION
FOR UNSUCCESSFUL APPLICANTS FROM THE
JULY 2003 CALIFORNIA BAR EXAMINATION WHO ARE
APPLYING TO TAKE THE FEBRUARY 2004 CALIFORNIA BAR EXAMINATION**

Name: _____
Last First
Address: _____
City _____ State: _____ Zip: _____

Application number

Office use only

APPLICANT/EXAMINATION TYPE

I am applying as a (select one):

- ☐ General Applicant for the General Bar Examination (You may not apply as a General Applicant if you have ever been admitted to practice law in any jurisdiction, including foreign jurisdictions.)
- ☐ Attorney Applicant for the General Bar Examination (3 day examination)
- ☐ Attorney Applicant for the Attorneys' Examination (2 day examination) (Foreign attorneys are not eligible for this examination)

ATTORNEY APPLICANTS

Jurisdictions to which admitted:

State MO/YR State MO/YR

Have you been admitted to practice as an active member in good standing of the Bar of another jurisdiction for the past four years?

☐ Yes ☐ No

TEST CENTER CODE	LOCATION NAME
1.	
2.	
3.	

I will (select one):

- ☐ Hand write ☐ Typewriter / Word Processor
- ☐ Laptop Computer

Reg. No: _____
(Social Security Number)

TESTING ACCOMMODATIONS

Are you an applicant with a disability who has or intends to petition for testing accommodations?

☐ YES ☐ NO

Have you previously applied for a California Bar Examination, have you been granted testing accommodations for a permanent disability and are you requesting **exactly** the same testing accommodations for this examination?

☐ YES ☐ NO

CAUTION: Petitions for new, different, or expanded testing accommodations or testing accommodations for temporary disabilities must be submitted under separate cover by the deadlines specified in the application instructions. See instructions for information.

FEES

See enclosed addendum for fee schedule. Application will not be deemed filed unless the proper fee is enclosed.

Application Fee	\$.00
Typing Fee	\$.00
Laptop Computer Fee	\$.00
Late Filing Fee	\$.00
Total Amount	\$.00

OFFICE USE ONLY	
Appl. Checked (Init. & Date)	Date Entered (Init. & Date)

PUBLICATION OF ANSWERS

☐ **YES** ☐ **NO** I authorize the publication by the Committee of Bar Examiners of such of my examination answers as the Committee may select, it being understood that any publication of any of my answers will not be accompanied by any identification of the writer thereof.

☐ **YES** ☐ **NO** I further authorize the Committee of Bar Examiners to grant to such persons or entities as the Committee chooses permission to publish such of my examination answers as the Committee selects. I understand I will not be compensated for publication of my answers by either the Committee of Bar Examiners or such persons or entities to whom the Committee grants a license.

PLEASE SIGN THE DECLARATION BELOW

DECLARATION

The person named as the applicant in the foregoing application and questionnaire, declares:

I have carefully read the questions in the foregoing questionnaire and have answered them truthfully, fully and completely, without mental reservations of any kind.

I hereby authorize educational or other institutions or agencies to release to the Committee of Bar Examiners (Committee) any information, files, transcripts or records requested by the Committee in connection with the processing of this application.

I further authorize the Committee to release information regarding my application to take the bar examination and my bar examination pass/fail status to the law school to which I have been or will be allocated for purposes of qualifying to take the California Bar Examination.

I hereby certify that I understand that I must comply with all of the requirements of the *Rules Regulating Admission To Practice Law in California* and I agree to the Committee of Bar Examiners' application policies, including the Refund and Fee/Withdrawal policy, instructions for application to take the California Bar Examination and the examination administration instructions and policies.

I declare under penalty of perjury under the laws of the State of California that my answers to the foregoing questionnaire and all statements made by me herein are true and correct.

I fully understand that the Committee is the sole judge of the validity of the examination and at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid. Should the Committee invalidate any part of the test, or if any individual's test is declared invalid or cannot be graded, the Committee may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the Committee. Should the Committee at anytime determine that an insufficient test product is available upon which to base a valid pass/fail decision, the Committee may require the applicant to present himself/herself for re-testing at a place and time designated by the Committee.

NOTE: This application is an application for taking the bar examination and not an application for moral character determination.

Executed on _____ at _____
(Date) (Street and Number)

(City, State, Zip)

SIGN HERE _____
(Signature)

Make check payable to the State Bar of California

SEND THE COMPLETED APPLICATION, THE PAYMENT COUPON BELOW AND FEES TO:

THE STATE BAR OF CALIFORNIA
DEPT. 7143
LOS ANGELES, CA 90088-7143

If an applicant wishes to send the application certified with return receipt, the envelope must be mailed to the following address:

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015-2299

PLEASE DETACH PAYMENT COUPON, COMPLETE AND ATTACH IT TO THE FRONT OF THE APPLICATION WITH THE APPROPRIATE FEES

✂ Cut Here-----PAYMENT COUPON-----

COUPON 2

Name: _____
Last First

Reg No.: _____
(Social Security Number)

Office of Admissions/The State Bar of California

Application Fee		
General Applicant:	\$446.00 (A)	_____
Attorney Applicant:	\$648.00 (B)	_____
Late Application Fees (Refer to Addendum):	\$ 50.00 (C)	_____
	\$250.00 (D)	_____
Typing Fee	\$ 70.00 (E)	_____
Laptop Computer Fee	\$100.00 (F)	_____

TOTAL PAID _____

THE COMMITTEE OF BAR EXAMINERS / OFFICE OF ADMISSIONS
THE STATE BAR OF CALIFORNIA

**INSTRUCTIONS REGARDING USE OF TYPEWRITERS AND
WORD PROCESSORS DURING THE CALIFORNIA BAR EXAMINATION**

Manual typewriters, standard electronic typewriters, word processing typewriters, **portable** personal word processors, and desktop publishers may be used to take the bar examination. All machines must have the capability to print examination answers. Answers on disks **will not be** accepted for grading.

Word processing typewriters, portable personal word processors and desktop publishers (collectively referred to as word processing machines) are typewriter-type machines that are dedicated to the function of word processing. They may contain features such as spell checkers, thesaurus, or spreadsheet templates. They are not (for purposes of this document) software programs for use on a general purpose computer.

Acceptable machines can display multiple lines or most of a page on a screen prior to printing. In addition to internal working memory, word processors often provide for external memory in the form of disks. In most cases, the internal memory is erased when the power cord is disconnected. While some of the earlier models have the display built in, newer models are offering separate monitors—but still are called "portable."

All models of manual and standard electric typewriters may be used to take the bar exam. In addition, the following models of word processing typewriters, word processors and desktop publishers may be used if they are found to be unaltered, and without memorized files other than standard word processing software. (Note: Underlined models have been recently discontinued, but may still be available for purchase at some stores: **Brother** (WP series, DP series, and PDP series), **Canon** (Starwriter series), **IBM LEXMARK** (Wheelwriter series), **SMC or Smith Corona** (SD series, WP series, PWP series), **Sharp** (PA series). Additionally, the Brother series of *Personal Electronic Notebooks* (the PN series) is acceptable provided no files are stored in the internal memory.

Machines from other manufacturers, as well as newer models of the machines from the manufacturers listed above, may be allowed if they are found to have no more capability than found in the models listed and discussed in the general descriptions above. In general, this means the machines **must be dedicated word processors** and **not** general purpose computers with word processing software. If a machine other than those listed above is brought to the test center, it is imperative that the applicant also bring the instruction manual in the event the inspectors are not familiar with that machine.

Due to limited space, only those machines generally considered as portable will be permitted. One piece units are preferred. Machines with separate units will be accepted provided that the monitor can be positioned on top of, or directly behind the keyboard unit. This means that a monitor should be no larger than 14".

All typewriters, word processing typewriters, word processors, desktop publishers, disks and printers brought to the examination are subject to inspection prior to the beginning of the examination. Applicants must be familiar with the operation of their machines in advance of the examination, including but not limited to setting margins and printing of text.

Inspection is for the purpose of determining whether the typewriter, word processing typewriter, word processor or desktop publisher is acceptable for use during the examination. In every instance where a machine is found to be unacceptable, the owner will be required to provide an alternate machine that passes inspection or complete the examination in writing.

-Inspection of manual, standard electronic typewriters and word processing machines will be conducted from 2:00 to 4:00 p.m. on Monday, February 23, 2004.

-Inspection of manual and standard electronic typewriters will also be conducted:

- a. from 7:30 a.m. to 8:45 a.m. on Tuesday, February 24, 2004; and,
- b. from 7:30 a.m. to 8:45 a.m. on Thursday, February 26, 2004.

Applicants planning to use word processing typewriters, word processors or desktop publishers **must** have their machines and all disks (4-5 separate disks that have been previously formatted) inspected on Monday as it takes some time to conduct the inspection. If an applicant brings such a machine on Tuesday or Thursday morning, he or she must be prepared to use an alternate typewriter that is eligible for inspection and is approved or write the examination.

Applicants who fail to have their typewriters or word processors inspected prior to the commencement of the examination will not be granted additional time to

continue the typing of answers past the normal examination session termination time.

Following approval of a typewriter or word processing machine, a label will be affixed to the machine by staff. The label must be left on the machine for the duration of the examination and only machines with the approved label will be allowed into the examination test center.

If a word processing machine with internal memory is brought to the examination, it is critical that all files be erased from the internal memory prior to checking in at the examination test center. The directory will be checked for memorized files, and any machine having such files will be rejected. If the word processor you bring to the examination has a internal address book, calendar or similar features, it is imperative that all entries be erased prior to inspection.

If a word processing machine is brought to the examination and it is the applicant's intention to use the external disk function, **a minimum of four (4) and not more than five (5) floppy disks must be brought to the examination test center on the day of inspection.** The disks must be new (previously unused) and must be formatted (initialized) in advance. It is not sufficient to erase all files from a previously used disk since some word processors retain these files in case of accidental deletion. If for some reason a disk is not formatted at the time of inspection, the applicant will be required to format the disk without assistance from staff.

The disk directories will be checked, and if any pre-programmed files are found, the disks will **not** be permitted into the examination test center, even if they contain only additional features such as a thesaurus. Approved disks will be labeled and sealed in envelopes provided by staff. One disk will be used for each session of the examination. The additional disk is to be used as a back-up in the unlikely event that one of the disks fails to operate properly. At the end of each session, the applicants using disks will be required to hand in the used disks to the proctors. The disks will be retained by the Committee of Bar Examiners and destroyed after the final day of the examination. The disks will not be returned to the applicant. Disks not used and that remain in the sealed envelopes will be returned to the applicants upon conclusion of the examination.

All answers must be printed on the paper provided. Typing of answers must be completed when time is called. If an applicant continues to type after time has been called, the applicant will be cited and may be referred to the Committee under procedures established by Rule XII, of the *Rules*. **The policy regarding the printing of examination answers has recently been revised. Printing of examination answers using approved word processors may be completed after time is called under the procedures announced before each session of the written portion of the examination.**

Each applicant will be allowed to use up to two outlets for the purpose of plugging in their machine. The extra outlet, if not

needed to make the machine operable, may **not** be used for any other purpose, such as plugging in a lamp, clock or extra power supply. Applicants using machines requiring batteries, must bring a sufficient supply of charged batteries as the electrical outlets at the test centers will not be available for the purpose of charging or recharging batteries.

Applicants using word processing machines who saved their answers using the internal memory will be required to remain or return at the conclusion of the examination session for the purpose of erasing their answers from that session of the examination.

Applicants using word processing machines must leave their machines at the test center after inspection on Monday if they plan on using the machine during the Tuesday and Thursday sessions.

To avoid reinspection, applicants using typewriters and word processing machines that were inspected and approved on Monday are encouraged to leave them at the test center Monday night through the duration of the examination. Security personnel is provided at each examination test center during the nights of Monday, Tuesday, and Wednesday; **however, the Committee of Bar Examiners cannot and will not accept responsibility for guaranteeing the safekeeping of typewriters and word processors.**

If an applicant's typewriter or word processing machine fails to operate properly for any reason, the applicant must be prepared to continue the examination using an alternate typewriter that has been inspected and approved or write the examination. The Committee does not assume responsibility for any power failure or failure of a typewriter, word processor or disk to operate properly.

In the event of a loss of power, applicants must be prepared to continue the examination by writing or using a typewriter with a battery back-up.

Approval of a specific typewriter or word processor for one examination does not constitute approval of the same machine for future examinations.